

CITY COUNCIL

TRAVEL AUTHORIZATION REQUEST

I hereby request that I be authorized to proceed on official city business to the following named places and return to San Antonio, on or about the dates indicated and to be reimbursed for the travel expenses incurred in performance thereof from city funds in accordance with prescribed policies and procedures applied to such reimbursement.

Name of Traveler: Christopher "Chip" Haass

Destination or Itinerary: (If more than one point, state, "in order listed" or "any order.")

To attend the National League of Cities Conference in Nashville, TN

Estimated date of departure from San Antonio: 12/10/03

Estimated date of return to San Antonio: 12/13/03

GRATUITOUS OR NON-CITY FUNDED TRIPS

This trip will be paid for (entirely) or (partially) by a third party or from non-City funds.

DONOR: _____

VALUE: _____

EXCEPTIONS:



Official Business only



Dual purpose-Goodwill



Dual purpose-Education



Dual purpose-City Business

Financial Data:

Estimated cost of travel:

\$1,387.62

Travel Advance requested:

-0-

Fund, Account & Index Code to be charged:

01-10-01/602524


Signature of Traveler

I hereby certify that the above request for travel authorization has been approved by the City Council on the 18th day of December, 2003.

ATTEST:


CITY CLERK

MAYOR


EDWARD D. GARZA

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CITY OF SAN ANTONIO
CITY CLERK
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